

Date	Friday 24 October, 2014
Addressee	Mr. Jones title Name of Company Address
Greetings	Dear Sir or Madam/Dear Mr. Jones,
First paragraph	<i>Job you're applying for + where you saw the ad.</i>
Second paragraph	<i>Relevant qualifications and experience.</i>
Third paragraph	<i>Why you are applying for <u>this</u> job.</i>
Fourth paragraph	<i>Set up an interview.</i>
Closing lines	<i>Thank you for your consideration.</i> <i>Yours faithfully/Yours sincerely ,</i>
Hanwritten signature	<i>signature</i>
Typed signature	Your name
Your name and address	Mr. Name Address

Useful sentences :

Paragraph 1

I wish to apply for the post of ... which was advertised in today's 'Daily Telegraph'.

With reference to your advertisement in the 'Guardian' of January 5th, I would like to apply for the position of...

Paragraph 2

As you will see from my enclosed CV, I have four years' experience in hotels and catering

At present I am employed as a ... by the local Tourist Office, a position I have held for three years.

In the course of my present job, I have been responsible for the planning and organization of...

My duties have included secretarial work as well as...

I graduated in Business Administration from Dundee University in 1990.

I was employed as a cashier with Barclays Bank from 1988 to 1992.

I attended the Lycée Paul Bert, where I obtained the Baccalauréat in 1989.

During my apprenticeship I obtained practical training in all aspects of the catering trade.

I am used to working under pressure/working to a deadline/working as part of a team.

I am familiar with Word for Windows.

I also have some knowledge of accountancy, having kept the books...

Paragraph 3

I believe the post you offer will give me the opportunity to...

I am especially keen to work in an organization such as yours which has a reputation for...

I feel that my present position offers little prospect of promotion.

I will be glad to supply you with any further information you may need.

... have agreed to act as my referees.